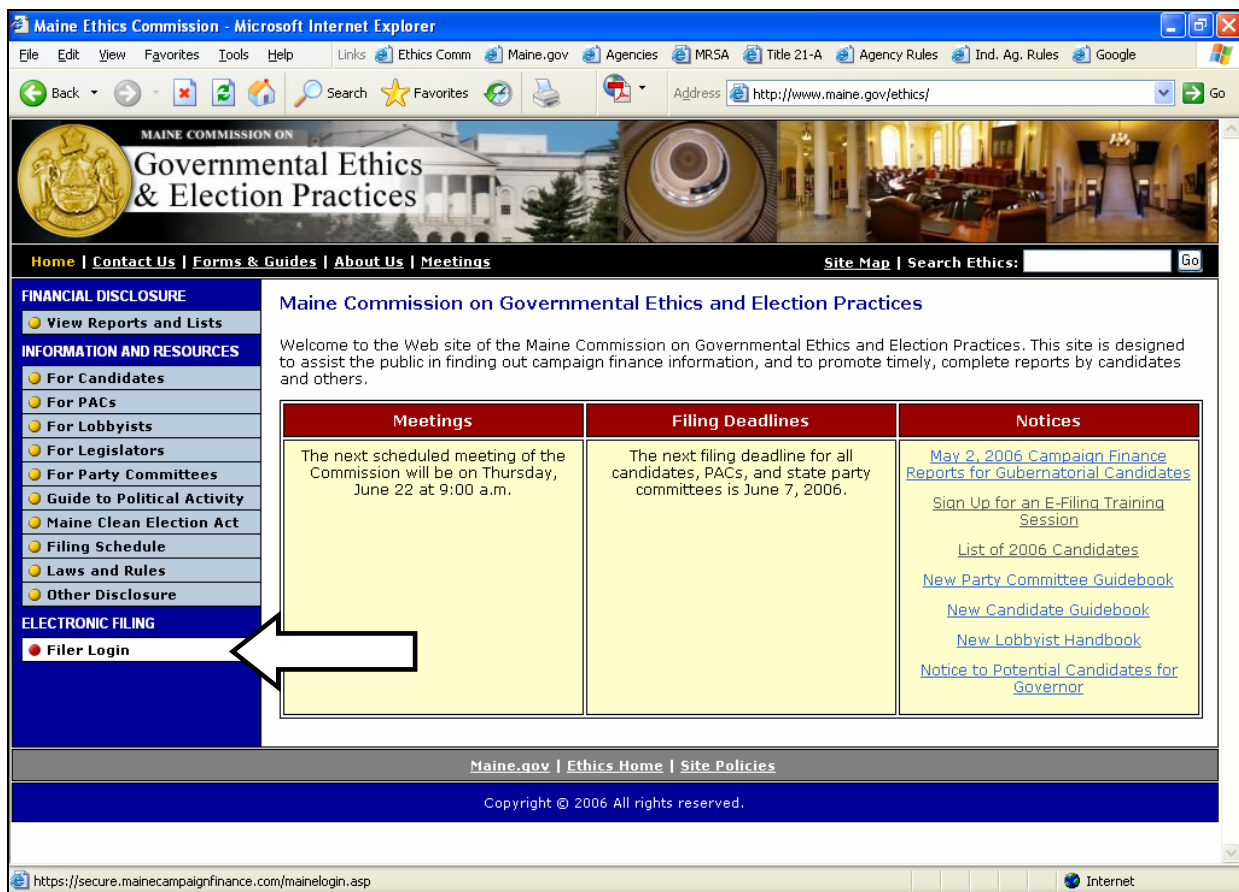


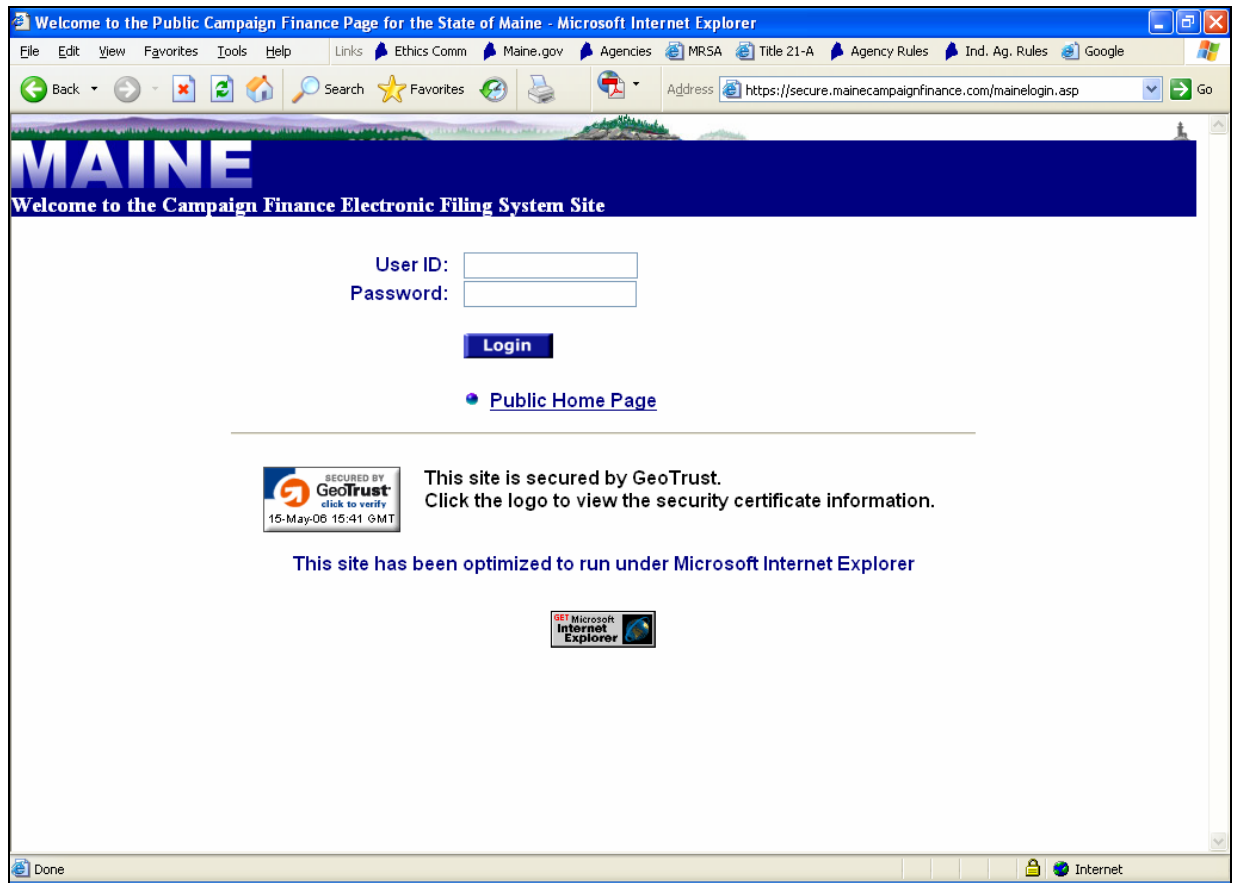
# INSTRUCTIONS FOR THE CAMPAIGN FINANCE E-FILING SYSTEM

## Getting to the Commission's Electronic Filing System



1. This page is the Commission's home page, [www.maine.gov/ethics](http://www.maine.gov/ethics). It is your gateway to the e-filing system and to all information, notices, and guides that the Commission publishes.
2. To get to the Commission's electronic filing system, click **Filer Login** at the bottom of the left navigational bar.

## Logging into the E-Filing System



1. This is the screen where you will sign in to access your e-filing homepage.
2. Type in the candidate user ID and password that we sent you in the mail. These fields are not case sensitive, so it doesn't matter if you type in capital letters or lower case letters.
3. The "Public Home Page" link will take you to the public access page where all campaign finance information filed by the candidates, political parties, and PACs can be viewed.

## Your Home Page in the E-Filing System



1. This is your homepage. It is your base of operations for accessing and filing your campaign finance reports through the election cycle.
2. All the reports that you have to file are listed on this page.
3. Use the buttons on the top menu bar to navigate around the e-filing system.

Menu	Home	Help	Logout	Change Password
When you're in a report, use this button to navigate within the report.	Click here to get back to your home page.	Under Construction	Click here to log out.	Click this if you want to change your password. We recommend that you do.

## The Report Menu

Welcome to the Public Campaign Finance Page for the State of Maine - Microsoft Internet Explorer

File Edit View Favorites Tools Help Links Ethics Comm Maine.gov Agencies MRSA Title 21-A Agency Rules Ind. Ag. Rules Google

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**MAINE**

**Menu Home Help Logout Change Password Popup Help**

Cover Page  
Interest Earned  
A - Cash Contributions  
A1 - In-Kind Contribution/Exp  
B - Expenditures  
C - Loans  
D - Unpaid Debts And Obligations  
E - Equipment/Property  
F - Summary Section  
Return to Report Menu

John Q. Candidate  
6-Day Pre-Primary  
Campaign Year 2006

Select one Schedule at a time to either enter new transactions or to amend previously entered transactions. All information will be stored and the report will be "in-progress" until you file the report. You may also use this page to view or print Schedules.

Status: In-Progress

<input type="checkbox"/> Select All	Amended
<input type="checkbox"/> Cover Page	
<input type="checkbox"/> Interest Earned	
<input checked="" type="checkbox"/> Schedule A Cash Contributions	
<input type="checkbox"/> Schedule A-1 In Kind Contributions	
<input type="checkbox"/> Schedule B Expenditures	
<input type="checkbox"/> Schedule C Loans/Loan Repayments	
<input type="checkbox"/> Schedule D Unpaid Debts And Obligations	
<input type="checkbox"/> Schedule E Campaign Equipment/Property Inventory	
<input type="checkbox"/> Schedule F Summary Section	

Completing a report does not constitute a "FILED" report. Click the "File Report" button to file the report with the Maine Ethics Commission.

**Add New Transactions Amend Old Transactions View / Print Report File Report**

The Cover Page has information about you, your treasurer, and political committee.

Select ☒ this schedule to enter one total for interest earned during the reporting period.

Schedule F is the summary of all the information from the other schedules.

1. In the upper left hand corner of the screen you can see the drop down menu for this report. Use this menu to navigate within the report.
2. Selecting a schedule from the drop down menu will always bring you to the "Add New Transactions" screen for a schedule.
3. You can also check ☒ the box next to the schedule and click **Add New Transactions**.

## Entering Contributions – Schedule A (privately financed candidates only)

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Back Forward Stop Home Search Favorites Print Address: https://secure.maine.campaignfinance.com/CAN/Can\_A\_contributor.asp?View=Add Go

**MAINE**

Menu Home Help Logout Change Password Popup Help

Mr. John Q. Candidate  
6-Day Pre-Primary  
Campaign Year 2006

### Enter Cash Contributions

- Itemize all cash contributions from contributors who have given you more than \$50 per election. Contributions made in any election. The primary and general elections are considered separate elections.
- For cash contributions \$50 or less, please select "Contributors giving \$50 or less" as a contributor type and enter the amount.

Date Received: 05/15/2006 Through 6/1/2006

Contributor Type: Other Individuals

Amount (\$): 100

Apply Contribution to Election: ☒ Primary ☐ General ☐ Previous Debt

Click on the icon to see a list of contributors. Select a contributor. If a contributor is not listed, you will have to enter a contributor and the contributor will be automatically added to the list.

Apply this Contribution to: ☒ A New Contributor ☐ An Existing Contributor

Contributor Name: Mary Shelley  
First Name Middle Name Last Name

Contributor Address: 14 Gothic Lane

Contributor City: Augusta State ME Zip Code 04330

Occupation: Writer

Employer: Self-employed

Save Reset Report Menu

**List of Contributors - Microsoft Internet Explorer**

Select a Contributor

☐ Edith Bunker

☐ Mary Shelley

Select Cancel

Click on this arrow icon to select previously entered contributors. The contributor information is automatically entered. This feature will save you time and reduce errors.

1. Enter the date of the contribution. The date to the right is the end date of the reporting period.
2. Select the contributor type and enter the amount and information about that contributor.
3. When you have finished entering the contribution, click **Save** and a new blank contribution screen will appear.

*Note: Entering in-kind contributions on Schedule A-1 is similar to entering cash contributions.*

## Entering Expenditures – Schedule B

**Welcome to the Public Campaign Finance Page for the State of Maine - Microsoft Internet Explorer**

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Back Forward Stop Home Search Favorites Print Address [https://secure.maine.campaignfinance.com/CAN/enter\\_expenditure.asp?Report\\_Id=42707](https://secure.maine.campaignfinance.com/CAN/enter_expenditure.asp?Report_Id=42707) Go

**MAINE**

Menu Home Help Logout Change Password Popup Help

**Schedule B Expenditures for Mr. John Q. Candidate**  
6-Day Pre-Primary

**Campaign Year 2006**  
**Expenditures**

Each expenditure made or authorized during the reporting period is itemized and entered by using one of the 20 codes. If "Other" is used, you must fill in the "Remark" section. A small number of codes does not clearly fit within the other 20 codes. If "Other" is used, you must fill in the "Remark" section. A small number of codes does not clearly fit within the other 20 codes. If "Other" is used, you must fill in the "Remark" section.

Date expenditure made or authorized:  Period Through 6/1/2006(mm/dd/yyyy)

Select Type: ☐ Company ☒ Individual

Select Payee Type: ☒ New Payee ☐ Existing Payee

Click on the Icon to see a list of Payees. Select the payee. If a payee is not listed, you will have to enter all of the information only once. The payee will automatically be added to the list.

Name of Payee or Creditor:

Type of Expenditure:

Remarks:

Expenditure Amount (\$):

that on to

Click on this arrow icon to select previously entered payees. The payee information is automatically entered. This feature will save you time and reduce errors.

1. Enter the date of the expenditure. The date to the right is the end date of the reporting period.
2. Select the appropriate buttons to describe the payee and finish entering the information about the expenditure.
3. When you have finished entering the expenditure, click  and a new blank expenditure screen will appear.

## Entering Loans and Payments – Schedule C (privately financed candidates only)

**Step 1**

To enter a payment, click **Enter**. If this is the first payment, you will get a screen that says "no records found," click **Add** on that screen. That will bring you to Step 2.

### Read Me First

To enter a **loan**, select Schedule C on the report menu and click

**Add New Transactions**

Fill in the loan information.

If you haven't made a payment yet, you're done.

To enter a **loan payment**, select Schedule C on the report menu and click

**Amend Old Transactions**

This will bring you to **Step 1**.

**Step 2**

Enter the information about the payment and hit **Save**. If you have finished entering loan payments, hit **Back**.

### Step 3

After you hit **Back**, you will get this screen. If you click

**History Details**

you will see all transactions for this loan.

## Entering Debts and Obligations – Schedule D

Welcome to the Public Campaign Finance Page for the State of Maine - Microsoft Internet Explorer

MAINE

Menu Home Help Logout Change Password Popup Help

Schedule D Unpaid Debts And Obligations Mr. John Q. Candidate  
6-Day Pre-Primary

Campaign Year 2006

Unpaid Debts And Obligations

List unpaid bills at close of this period. List bills previously reported if still unpaid. Do not include actual expenditures on this schedule.

Date Of Obligation: 04/26/2006 Period Through 6/1/2006 (mm/dd/yyyy)

Creditor Name: Acme Printing

Creditor's Address: 23 Coyote Drive

City: Tucson

State: AZ

Zip: 84521

Description: Palm cards

Amount (\$): 300

Save Reset Report Menu

If you have any unpaid debts and obligations, select Schedule D from the report menu and click

**Add New Transactions**

Enter the information about the debt or obligation.

## Entering Equipment – Schedule E

Maintain Schedule E List - Microsoft Internet Explorer

MAINE

Menu Home Help Logout Change Password Popup Help

Schedule E Campaign Equipment/Property Inventory for Mr. John Q. Candidate  
6-Day Pre-Primary

Equipment and Property Inventory List

Date Received	Equipment	Amount	Enter Sale/Transfer
<p>Navigation Help</p> <p>Search Add Inventory Top Page Up Page Down End Report Menu</p>			

Navigation Help

Welcome to the Public Campaign Finance Page for the State of Maine - Microsoft Internet Explorer

MAINE

Menu Home Help Logout Change Password Popup Help

Schedule E Property Inventory for Mr. John Q. Candidate  
6-Day Pre-Primary

Campaign Year 2006

Ongoing Inventory of Campaign Property

- List items with an aggregate value in excess of \$50 at close of this period. Items must be listed until aggregate fair market value is \$50 or less or until item is sold or transferred. Include only equipment or property that may be converted to personal use and is not exclusive to the campaign such as a computer, telephone/fax, photocopier, automobile, etc. Exclude signs, stationary, campaign literature, etc.
- List all campaign equipment or property that has been sold or donated to charitable or educational organizations. Enter sales price of fair market value for a sale or transfer. Enter value of donation if item given to charitable institution or educational organization.

Date Received or Date Purchased: 4/26/2006 Period Through 6/1/2006 (mm/dd/yyyy)

Description of Property: All-in-one printer/fax/scanner

Purchase price or estimated value when acquired (\$): \$599.14

Fair market value (at close of this reporting period) (\$): \$32.00

Update Delete Reset Report Menu

### Step 1

If you bought campaign equipment, select Schedule E from the report menu and click

**Add New Transactions**

to get to this screen.

Then click

**Add Inventory**

### Step 2

Enter the information about the equipment and click

**Update**



## Reviewing Schedule F – Summary of Campaign Activity

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**MAINE**

Menu Home Help Logout Change Password PopUp Help

Schedule F Summary Section for Mr. John Q. Candidate  
6-Day Pre-Primary

Campaign Year 2006  
Receipt Summary Section

CASH ACTIVITY

	TOTAL FOR THIS PERIOD	TOTAL FOR CAMPAIGN
1. Cash Contributions This Period (Total Of All Schedule A Pages)	\$350.00	\$350.00
2. Loans This Period (Schedule C, Column 2)	\$1,000.00	\$1,000.00
3. Sale Of Campaign Property This Period (Schedule E, Part 11, Col. 1)	\$0.00	\$0.00
4. Other Cash Receipts This Period (Interest, Etc.)	\$0.00	\$0.00
5. Total Receipts This Period (Lines 1+2+3+4)	\$1,350.00	\$1,350.00
6. Expenditures This Period (Total Of All Schedule B Pages)	\$0.00	\$0.00
7. Loan Repayments This Period (Schedule C, Column 3)	\$250.00	\$250.00
8. Total Payments This Period (Lines 6+7)	\$250.00	\$250.00

OTHER ACTIVITY THIS REPORTING PERIOD

9. In-Kind Contributions This Period (Total Of All Schedule A-1 Pages)	\$250.00	\$250.00
10. Total Unpaid Debts At Close Of Period (Total All Schedule D Pages)	\$300.00	
11. Total Loan Balance At Close Of Period (Schedule C, Column 3)	\$750.00	

CASH SUMMARY FOR PERIOD

12. Cash Balance At Beginning Of Period (Schedule F, Line 15 From Last Report)	\$0.00
13. Plus total Receipts This Period (Line 5 Above)	+ \$1,350.00
14. Minus Total Payments This Period (Line 8 Above)	- \$250.00
15. Cash Balance At End Of Period	= \$1,100.00

[Report Menu](#)

Done Internet

1. Before you file your report, review the totals on Schedule F to make sure that they are right.
2. Verify that the balance in your campaign account on the last day of the report period matches the cash balance on Schedule F.
3. Click on [Report Menu](#).

## Filing Your Report

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**MAINE**

Menu Home Help Logout Change Password Popup Help

John Q. Candidate  
6-Day Pre-Primary  
Campaign Year 2006

Select one Schedule at a time to either enter new transactions or to amend previously entered transactions. All information will be stored and the report will be "in progress" until you file the report. You may also use this page to view or print Schedules.

Status: In Progress

<input type="checkbox"/> Select All	Amended
<input type="checkbox"/> Cover Page	
<input type="checkbox"/> Interest Earned	
<input type="checkbox"/> Schedule A Cash Contributions	
<input type="checkbox"/> Schedule A-1 In Kind Contributions	
<input type="checkbox"/> Schedule B Expenditures	
<input type="checkbox"/> Schedule C Loans/Loan Repayments	
<input type="checkbox"/> Schedule D Unpaid Debts And Obligations	
<input type="checkbox"/> Schedule E Campaign Equipment/Property Inventory	
<input type="checkbox"/> Schedule F Summary Section	

Completing a report does not constitute a "FILED" report. Click the "File Report" button to file the report with the Maine Ethics Commission.

Add New Transactions Amend Old Transactions View / Print Report File Report

### Step 1

When you are ready to file your report, click

**File Report**

If you want to view or print the entire report before you file it, check ☒ "Select All" and click

**View / Print Report**

Microsoft Internet Explorer

Are you sure that you have completed all necessary sections of the report to be filed?

OK - Continue.  
Cancel - Return and edit report.

OK Cancel

### Step 2

This pop-up box will appear.

Click **OK**.

Welcome to the Campaign Finance Electronic Filing System Site

6-Day Pre-Primary Report  
For  
Mr. John Q. Candidate

**WARNING:** Only Authorized users can file a report. Please enter your login password.

Enter Password:

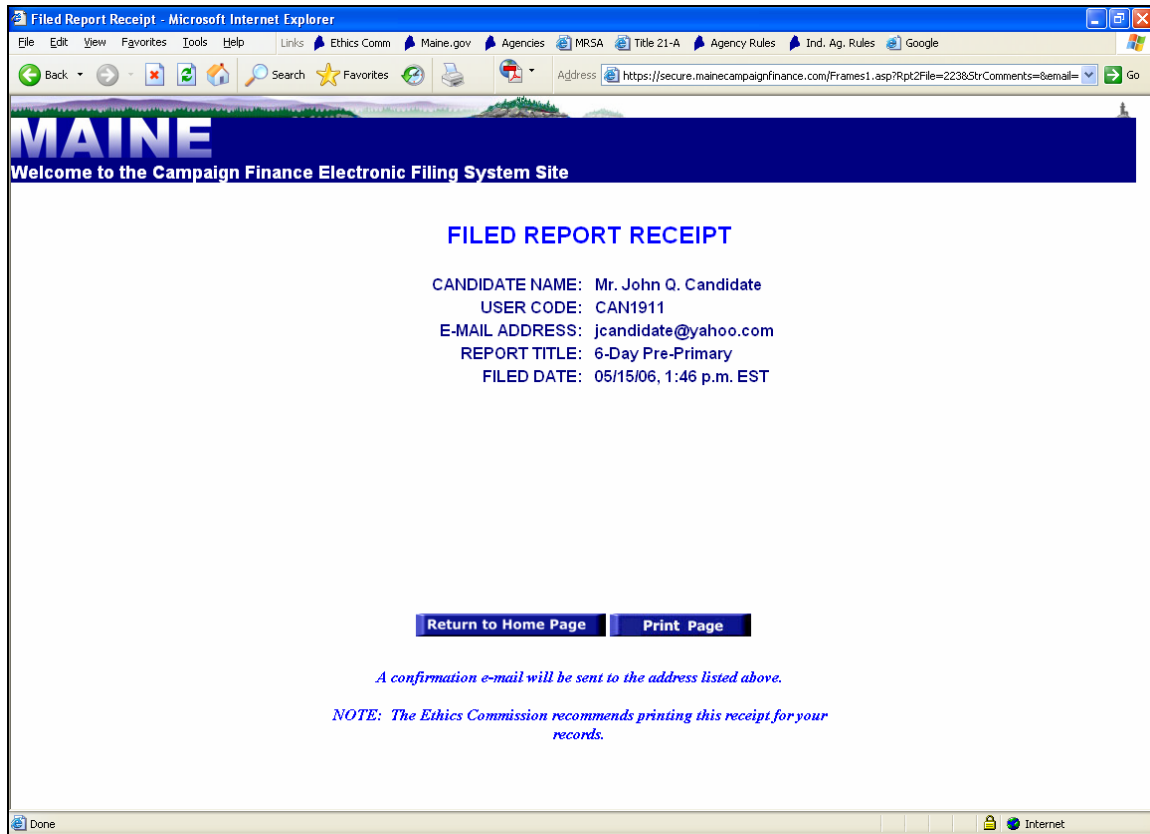
File Report Cancel

### Step 3

Enter your password and click

**File Report**

## Verifying That Your Report Has Been Accepted



1. This screen is your verification that your report has been filed with the Commission.
2. We recommend that you print this page for your records.
3. Click [Return to Home Page](#).

## Return to Your Home Page

Welcome to the Public Campaign Finance Page for the State of Maine - Microsoft Internet Explorer

Address: https://secure.maine.campaignfinance.com/mainepage.asp

**MAINE**  
Welcome to the Campaign Finance Electronic Filing System Site

5/15/2006

Home Page for Mr. John Q. Candidate

CAMPAIGN YEAR 2006

REPORT TYPE	REPORTING PERIOD	DUE DATE	DATE FILED	STATUS	LAST MODIFIED
Candidate Registration			05/15/2006 1:47 p.m. EST	Filed	5/15/2006
6-Day Pre-Primary	11/3/2004 to 6/1/2006	6/7/2006	05/15/2006 1:46 p.m. EST	Filed	5/15/2006
42-Day Post-Primary	6/2/2006 to 7/18/2006	7/25/2006			
6-Day Pre-General	7/19/2006 to 10/26/2006	11/1/2006			
42-Day Post-General	10/27/2006 to 12/12/2006	12/19/2006			
24-Hr Report of Late Contributions and Expenditures	N/A	MULTIPLE			

Please click on the following buttons to Download schedule informations in excel format.

Download Contribution A Download Contribution A1 Download Expenditure B

You can now see that your home page has changed. The date and time that your report was filed is now listed.

There is also a printer icon now.



If you click on this icon, you will be able to view and print the report.

To view or print the whole report, check ☒ "Select All."

Or you can view or print an individual schedule or a group of schedules by checking ☒ those schedules.

Then click

**View /Print Report**

Welcome to the Public Campaign Finance Page for the State of Maine - Microsoft Internet Explorer

Address: https://secure.maine.campaignfinance.com/ReportMaine.asp?rpttypeID=2238&Report\_ID=4270

**MAINE**

John Q. Candidate  
6-Day Pre-Primary  
Campaign Year 2006

Select individual schedules or click "Select All" to view and print the entire report.

Status: Filed

Select	Schedule	Amended
<input checked="" type="checkbox"/>	Select All	
<input checked="" type="checkbox"/>	Cover Page	
<input type="checkbox"/>	Interest Earned	
<input checked="" type="checkbox"/>	Schedule A Cash Contributions	
<input checked="" type="checkbox"/>	Schedule A-1 In Kind Contributions	
<input checked="" type="checkbox"/>	Schedule B Expenditures	
<input checked="" type="checkbox"/>	Schedule C Loans/Loan Repayments	
<input checked="" type="checkbox"/>	Schedule D Unpaid Debts And Obligations	
<input checked="" type="checkbox"/>	Schedule E Campaign Equipment/Property Inventory	
<input checked="" type="checkbox"/>	Schedule F Summary Section	

**View /Print Report**